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Effective April 1, 2009, the Office of the State Controller no longer offers CPE accreditation for NCAS classes.

SO: NCAS01

NCAS01 BASICS WBT (Web-Based Training)

Recommended for: All individuals receiving further NCAS training

Prerequisites: None

Teaching Method: Web-Based Training

Content:

- Mainframe logon/logoff
- NCAS logon/logoff
- Resetting Ids
- System background/history
- Chart of accounts overview
- Terminology
- Moving from module to module
- Moving from screen to screen
- Accessing help
- Action fields
- Required fields
- Basic inquiry
- Benefits
- Training approach
- Information access (reports)

Level: I

Estimated Duration: 1 hour

Advance Preparation: None

MM: PC01

PROCUREMENT CARD

Recommended for: Procurement card managers and those responsible for setting up procurement cardholders or reconciling procurement card transactions.

Prerequisites: NCAS01 WBT and Accounts Payable Matching (AP03) or Accounts Payable Overview (AP01).

Teaching Method: Instructor-led, Hands-on

Content:

- Process overview
- Accessing the procurement card module
- Agency policy
- Adding cardholders
- Cardholder inquiry
- Reconciling transactions
- Maintenance
- Creating invoices
- Processing Grants and Awards
- Reviewing suspense

Level: I

Estimated Duration: Half Day

Breaks: 15 minutes

Advance Preparation: None

MM: AP01

ACCOUNTS PAYABLE OVERVIEW

Recommended for: Accounts Payable Managers and Accounts Payable Processors

Prerequisites: NCAS01 WBT

Teaching Method: Instructor-led, Hands-on

Content:

- Business process overview
- Policy overview
- Adding and Changing trade/non-trade/employee vendors
 - 1099s
- Processing of invoices/debit memos/credit memos
 - Control groups
 - Direct invoices
 - Employee reimbursement/travel advances
 - Document models
 - Processing grants & awards on invoices
- Requesting Payment Cycles
- Cancelling Checks and Remaining Payments
- Special Processes
 - Electronic Payments
 - 1099 Transactions
 - Backup Withholding
 - Factoring Payments
 - Fixed Asset Processing
 - Year End Processing
 - Non Resident Alien Processing
 - Sales Tax Processing
 - Refund of Expenditures
 - Recording Manual Checks
 - Escheating Checks
 - Inter/Intra Governmental Payments
- Maintaining Documents
 - Direct Invoices
 - Employee reimbursements/travel advances
- Reviewing AP information
 - Document Inquires
 - Payment Inquires

Level: I

***Estimated Duration:** 8:30 – 4:30 (3-days)

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes

Advance Preparation: None

***NOTE:** The third day of this course is the AP03 A/P Matching class.

MM: AP03

ACCOUNTS PAYABLE MATCHING

Recommended for: Accounts Payable Managers and Accounts Payable Processors

Prerequisites: NCAS01 WBT, and Accounts Payable Overview (AP01) or 6 months processing payments experience confirmed by supervisor.

Teaching Method: Instructor-led, Hands-on

Content:

- Business process overview
- Policy overview
- Applying key matching concepts
- Processing exceptions
- Obtaining signature verification
- Processing Grants and Awards
- Converting units of measure
- Adjusting payments
- Manually closing purchase order lines to invoicing

Level: I

***Estimated Duration:** 8:30 – 4:30

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes

Advance Preparation: None

***NOTE:** This class is included as the third day of the AP01 A/P Overview class.

MM: IN01

INVENTORY MANAGEMENT (Agency Specific)

Recommended for: Warehouse Administrators and Warehouse Managers

Prerequisites: NCAS01 WBT

Teaching Method: Instructor-led, Hands-on

Content:

- Business process overview
- Establish inventory information
- Replenish inventory
- Evaluate inventory supply
- Replenish internally and externally
- Approve replenishment orders
- Issue inventory
- Process backorders and usage order returns
- Manage inventory
- Use inventory detail records and document numbers
- Use cycle counts to reconcile inventory

Level: I

Estimated Duration: 8:30 – 4:30 (3-days)

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes

Advance Preparation: None

MM: IN02

INVENTORY ACCOUNTING (Agency Specific)

Recommended for: Inventory Accountants

Prerequisites: NCAS01 WBT

Teaching Method: Instructor-led, Hands-on

Content:

- Business process overview
- Define accounting distributions for specific sets of items
- Process inventory accounting transactions
- Audit inventory accounting transactions
- Analyze inventory activity

Level: II

Estimated Duration: 8:30 – 4:30

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes

Advance Preparation: None

MM: 1099

1099 PROCESSING

Recommended for: AP Managers and Assistants

Prerequisites: NCAS01 WBT and Accounts Payable Overview (AP01).

Teaching Method: Instructor-led, Hands-on

Content:

- 1099 Process Overview
- Establishing Vendor 1099 Information
- Flagging Invoices with 1099 Codes
- Correcting NCAS Information Prior to December 31st.
- Making 1099 Corrections after Calendar Year-end
- Distributing and Filing 1099s
 - Filing Requirements
 - Sending 1099s to Vendors
 - Filing 1099 Information Returns
- Backup Withholding
 - State Withholding
 - Federal Withholding
 - NCAS Processing of Withheld Payments

Level: II

Estimated Duration: 8:30 – 4:00

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes **Advance Preparation:** None

MM: VN01

VENDOR PROCESSING

Recommended for: AP Managers and Accounts Payable Processors

Prerequisites: None

Teaching Method: Instructor-led, Hands-on

Content:

- Policy Overview
- Vendor Overview
- Trade Vendors
- Employee Vendors
- Non-Trade Vendors
- E-Pay Vendors
- 1099 Vendors
- Backup Withholding Vendors
- Factored Vendors

Level: I

Estimated Duration: 8:30 – 3:00

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes

MM: IN06

USAGE ORDERS (Agency Specific)

Recommended for: Requisitioners, Requisition Approvers, and Warehouse Clerks

Prerequisites: NCAS01 WBT

Teaching Method: Instructor-led, Hands-on

Content:

- Course Overview
- NCAS Inventory Navigation Tips
- Inventory Supply Inquiry
- Entering Usage Orders
- Approving Usage Orders

Level: I

Estimated Duration: Half Days

Breaks: 15 minutes

Advance Preparation: None

MM: IN07

E-Procurement Purchasing in NCAS Inventory (Agency Specific)

Recommended for: Warehouse System Administrators, Warehouse Managers, External requesters: Buyers & Approvers

Prerequisites: NCAS01 WBT, E-Procurement access and working knowledge in either: Requesting, Purchasing, or Approving

Teaching Method: Instructor-led, Hands-on

Content:

- Course Overview
- Replenishing Inventory
- Evaluating Inventory Supply
- Establishing Item Information
- External Replenishment
- Replenishment Action Reports

Level: I

Estimated Duration: Half Days

Breaks: 15 minutes

Advance Preparation: None

MM: IN05

INVENTORY FOR LEAs (Agency Specific)

Recommended for: Textbook Coordinators

Prerequisites: None

Teaching Method: Instructor-led, Hands-on

Content:

- Course Overview
- Introduction to NCAS
- Accounting for Inventory Purchases
- Navigational Tips in the Inventory Module
- Inventory Supply Inquiry
- Entering Usage Orders
- Allotment Balances and Locally Funded Purchases
- Logging Off NCAS
- Inventory Report Management (X/NET)
- Accessing and Logging On to X/NET
- Browsing Reports Using X/NET
- Changing the Report List
- Printing Reports from X/NET
- Logging Off X/NET

Level: I

Estimated Duration: Half Days

Breaks: 15 minutes

Advance Preparation: None

MM: IN03

XPTR FOR INVENTORY (Agency Specific)

Recommended for: Fiscal and Materials Management Staff

Prerequisites: None

Teaching Method: Instructor-led, Hands-on

Content:

- Course Overview
- Initial Setup
- Report Viewing
- Printing Reports
- Online Help

Level: I

Estimated Duration: Half Days

Breaks: 15 minutes

Advance Preparation: None

MM: IN04

ACCOUNTS RECEIVABLE FOR INVENTORY (Agency Specific)

Recommended for: Account Receivable Clerks

Prerequisites: None

Teaching Method: Instructor-led, Hands-on

Content:

- Course Overview
- Sign-on and Navigation
- AR Policy
- Customer Setup
- Invoices and Credit Memos
- Cash Application
- Inquiry
- Account Cleanup

Level: I

Estimated Duration: 8:30 – 4:30

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes

Advance Preparation: None

GA: SM01

AGENCY SYSTEM MANAGEMENT

Recommended for: Accounting Management, Grant Managers, Capital Improvement Managers and Cost Allocation Managers

Prerequisites: NCAS01 WBT

Teaching Method: Instructor-led, Hands-on

Content:

- Business process overview
 - System controls
- Chart of accounts overview/maintenance
- System automated entries (accounting rules)
- Basic inquiry
 - General ledger
 - Balances
 - Tracing transactions (audit/trace back)
 - Available Funds File
- Recognizing and correcting unprocessed transactions
 - Suspense transactions
 - Suspended batch master
- System balancing
 - Daily/monthly/quarterly
- General ledger interfaces (e.g., payroll)
- Intra-governmental transactions
 - Reimbursements
 - Budgetary Issues
 - Interfund Transfers
 - Federal Grant Transactions
 - State Grant transactions
- Recording cash receipts and general journal entries
 - Recording journal vouchers
 - Recording accrual journal vouchers
- Managing appropriations and allotments
 - Recording quarterly allotments
 - Recording quarterly reversions
- Information access (reports)

Level: I

Estimated Duration: 8:30 – 4:30 (2-days)

Breaks: 15 minutes

Lunch: 1 hour

Advance Preparation: None

GA: CI01

CAPITAL IMPROVEMENTS

Recommended for: Capital Improvement Managers

Prerequisites: NCAS01 WBT and Agency System Management (GA: SM01)

Teaching Method: Lecture

Content:

- Business process overview
- Chart of accounts structure
- Budget authorization
- Budgetary account structure
- NCAS accounting procedures
- Life-to-date accounting
- Account balances
- Information access (reports)

Level: II

Estimated Duration: 2 hours

Advance Preparation: None

BD: BD01

BUDGET MANAGEMENT

Recommended for: Budget Officers, Chief Fiscal Officers, and Accounting Management (if responsible for budget transfers)

Prerequisites: NCAS01 WBT

Teaching Method: Instructor-led, Hands-on

Content:

- Business process overview
- Establishing the budget
- Checking Funds
 - Available Funds File
 - Funds checking
 - Company policy
- Recording budget transfers (internal and BD606s)
- Processing unfinished documents
- Resolving budgetary exceptions
- Monthly budgetary reports
- Understanding OSBM/BRS interface process
- Basic inquiries
- Budgetary management reports

Level: III

Estimated Duration: 8:30 – 4:00

Breaks: 15 minutes

Lunch: 1 hour

Advance Preparation: None

IA: IE01

USING IE IN THE NCAS ENVIRONMENT

Recommended for: Primary NCAS IE Users

Prerequisites: NCAS01 WBT

Teaching Method: Instructor-led, Hands-on

Content:

- Business process overview
- Understanding the NCAS environment
- Understanding basic IE contents
 - Screen basics
 - Function keys
 - Libraries
- Selecting an IE report
 - Examining members
 - Understanding run statement format
- Requesting an IE report
- Viewing and Printing a report
- Using advanced features

Level: Non-technical

Estimated Duration: Half Days

Breaks: 15 minutes

Advance Preparation: Complete CBTs

IA: IE03

BASIC INFORMATION EXPERT (IE) REPORTING

Recommended for: NCAS IE Report writers (Technical and non-technical), *Experienced* IE Users ONLY.

Prerequisites: Using IE in the NCAS Environment (IE01)

Teaching Method: Instructor-led, Hands-on

Content:

- Understanding how the eight NCAS business applications are coordinated during the nightly production process
- Understanding basic Information Expert terms
- Creating an IE report using Expert Reporting to solve an informational need
- Using the Source Management Facility to create a report series
- Learning the Expert Language commands used to create tailored reports
- Editing source code to enhance the data appearing in a report
- Submitting a request to the mainframe to produce the report
- Viewing and navigating through the resulting report
- Maintaining the user library
- Identifying problems and resolving them

Level: Non-technical

Estimated Duration: 8:30 – 4:30 (2-days)

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes

Advance Preparation: None

IA: IE04

ADVANCED INFORMATION EXPERT (IE) REPORTING

Recommended for: NCAS IE Report writers (Technical and non-technical), *Experienced* IE Users ONLY.

Prerequisites: Using IE in the NCAS Environment (IE01), Basic Information Expert (IE) Reporting (IE03)

Teaching Method: Instructor-led, Hands-on

Content:

- Understanding basic testing techniques
- Understand advanced data access techniques
- Understand how to use data storage commands
- Understand how to use looping commands
- Understand how to use and create procedures and subroutines
- Understand how to create output datasets

Level: Non-technical

Estimated Duration: 8:30 – 4:30

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes

Advance Preparation: None

IA: DSS-01A

DSS (DECISION SUPPORT SYSTEM) BASICS

Recommended for: Program Managers, IT Directors, Chief Fiscal Officers and End Users

Prerequisites: None

Teaching Method: Instructor-led, Hands-on

Content:

- Understand the role of the DSS in the North Carolina Accounting System
- Understand the nature of the information in the DSS databases
- Select an appropriate report for financial data
- Access detailed data by filtering and drilling down through summary information
- Create customized reports which are automatically updated
- Export specific data for a permanent record
- Access available help and learning resources to maintain and expand their skills

Level: I

Estimated Duration: 8:30 – 4:30

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes

Advance Preparation: None

GT: SA01

SECURITY ADMINISTRATOR'S WORKSHOP

Recommended for: System Security Administrators

Prerequisites: NCAS01 WBT

Teaching Method: Instructor-led Workshop

Content:

- Overview of system security
- Agency security profile procedures
- OSC security form requirements

Level: III

Estimated Duration: 3.5 hours

Advance Preparation: None

GT: FA01

FIXED ASSETS BASICS

Recommended for: Fixed Assets Officers

Prerequisites: NCAS01 WBT

Teaching Method: Instructor-led, Hands-on

Content:

- Entering fixed assets
- Changing fixed assets
- Transferring fixed assets
- Retiring fixed assets
- Deleting fixed assets
- Interfacing to the fixed asset module

Level: III

Estimated Duration: Half Days

Breaks: 15 minutes

Advance Preparation: None

GT: CMCS

CASH MANAGEMENT CONTROL SYSTEM OVERVIEW

Recommended for: cmcs USERS, Agency
Management

Prerequisites: None

Requirement: *RACF ID and Password*

Teaching Method: Instructor-led, Hands-on
(not a key stroke by key stroke class)

Content:

- Security
- System Navigation
- Detail Screens
 - AK-03
 - AK-04
 - AK-05
 - AK-06
 - AK-07
 - AK-08
- Transfers
- Requisitions
- Deposits

Level: I

Estimated Duration: 4 hrs (half day)

Breaks: 15 minutes

Advance Preparation: None